



Job Announcement

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Opening Date:	February 6, 2014	Closing Date:	February 13, 2015
Job Title:	Civil/Support Assistant	Position Type:	Regular Full Time
PIN:	059303, 059311, 059826	FLSA Status:	Non-Exempt
Location:	Circuit Court for Charles County La Plata, Maryland	Grade/Salary Range:	J06 \$30,761 - \$36,447 (Depending on Qualifications)

Financial Disclosure: No

Essential Functions: This is specialized work in the Clerk's Office of the Circuit Court for Charles County. Processes and maintains court files in the various sections of the Circuit Court Clerk's office. This position involves extensive contact both by telephone and in person with judges, attorneys, employees of court-related agencies, and with members of the general public. The duties of this position may include reviewing pleadings and typing docket information about the status of cases or about Clerk's office procedures. The successful candidate will be required to operate a personal computer and a variety of other office machines including a cash register and photocopier. Be expected to cross train and assist in other sections of the Circuit Court Clerk's office.

Education: High School Diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret comments and notations and record essential information. Ability to set priorities and process multiple duties and responsibilities. Ability to apply job related codes, policies, procedures, rules, regulations and laws as required. Must be able to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing and alphanumeric data entry test not to exceed 5 minutes. Ability to perform basic mathematical calculations. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Charles County
Sharon L. Hancock, Clerk of Court
P.O. Box 970
La Plata, MD 20646

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.